

25X1A

DDA CONFERENCE - 1978

DDA Security  
File

7 April

1530 Depart Headquarters

25X1A

1600

[Redacted]

25X1A

1700-1800

Social Hour -

[Redacted]

1800

Dinner at Club

25X1A

2000-2030

Conference Introduction

2030-2100

Report of Support Chiefs' Conference

8 April

0700-0830

Breakfast

0830-1000

Report on Division Chiefs' Mtg

1000-1015

Break

1015-1030

DDA On-Duty Strength  
Office Directors' Comments

1030-1200

Review of DDA/PDP

1200-1330

Lunch

1330-1530

Other Personnel Related Matters Mess

- a. Problem of Officers (particularly GS-15's) holding positions of grade higher than officer grade.
- b. BEO Statistics and Minority Hiring
- c. Senior Rotation Program
- d. Administrative Trainee Program
- e. SEMP

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1530-1545

Break

1545-1630

*PMCD*  
~~Status of Titles & Charters~~

1630-1800

Free Time

1800-1930

Dinner —

1930-2030

Review of DDA ADP Programs

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9 April

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0700-0830  
0830-0900  
0900-1000

Breakfast  
Support Cnf Conf  
Shotgun Topics

- a. State of Directorate Address?
- b. Status of Dual Delegations of Authority
- c. DDA Support to Community - Impact on DDA Ceiling.
- d. Status of Codeword Clearances (access on one for one basis)
- e. Record Review - Program at
- f. Stopping Leaks & Inadvertent releases to Public.

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1015-1030

Break

1030-1130

State of Office

Office Directors  
(6-8 Minutes each)

1130-1200

Wrap Up.

1200-1330

Lunch 25X1A

1330

Depart

1430

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Next 1 Page(s) In Document Exempt

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1530 Depart Headquarters  
 1600 [REDACTED]  
 1700-1800 Social Hour - [REDACTED]  
 1800 Dinner at Club  
 2000-2030 Conference Introduction  
 2030-2100 Report of Support Chiefs' Conference

25X1A

25X1A

8 April

0700-0830 Breakfast  
 0830-1000 Report on Division Chiefs' Mtg  
 1000-1015 Break  
 1015-1030 DDA On-Duty Strength  
 Office Directors' Comments  
 1030-1200 Review of DDA/PDP  
 1200-1330 Lunch  
 1330-1530 Other Personnel Related Matters  
     a. Problem of Officers (particularly GS-15's)  
         holding positions of grade higher than  
         officer grade.  
     b. EEO Statistics and Minority Hiring  
     c. Senior Rotation Program  
     d. Administrative Trainee Program  
     e. SEMP

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1530-1545 Break  
 1545-1630 Status of Titles & Charters  
 1630-1800 Free Time  
 1800-1930 Dinner  
 1930-2030 Review of DDA ADP Programs

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9 April

0700-0900 Breakfast

0900-1000 Shotgun Topics

- a. State of Directorate Address?
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(6-8 Minutes each)

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1200-1330 Lunch 25X1A

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DDA OFFICE DIRECTORS CONFERENCE - 7-9 <sup>April</sup> ~~March~~ 1978

1. The following are thoughts on possible agenda items for the conference:

- 25X1A
- a. You might consider inviting [ ] for one evening. } too much
  - b. You might consider inviting John McMahon for one evening.
  - ✓ c. Report by Helen on result of Division Chiefs' Conference. OK
  - ✓ d. Brad to discuss results of Support Chiefs' Conference. <sup>including COVER. (see paper.)</sup> OK
  - ✓ e. [ ] to give status of Titles/Charters legislation and implementation of E.O. OK
  - ✓ f. Something on records review and/or action to prevent FOIA leaks. <sup>Gambino</sup> [ ] 25X1A
  - g. ODP - Review by [ ] of DDA Computer Programs. (This to be in form of MBO session and would replace a regularly quarterly ODP review.) 25X1A OK

2. Shotgun Topics:

- ✓ a. Problem of individuals, (particularly GS-15's in supergrade slots) holding positions higher than appropriate. OK
- b. DDA Personnel Ceiling - What can we expect - continuing increase to support community? Reduction because of DDA largest Directorate in Agency? a likely

d. Comparison of current EEO statistics with those of last year or two. <sup>Malcolm</sup> OK

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REMINDER FOR THE 1978 OFFICE DIRECTOR'S CONFERENCE

Re photograph of the Office Directors,  <sup>ILLEGIB</sup>  
has expressed a preference for the 8x10 size photo,  
rather than the 5x7 size.



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ILLEGIB

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1545-1630 Status of Titles & Charters

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1800-1930 Dinner

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Page 2

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- e. Record Review - Program at
- f. Stopping Leaks & Inadvertent releases to PRVCE  
Public.

1015-1030 Break

1030-1130 State of Office

Office Directors  
(6-8 Minutes each)

1130-1200 Wrap Up.

1200-1330 Lunch ILLEGIB

1330 Depart

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